



THE WHITE HOUSE
WASHINGTON

THE ASSISTANT TO THE PRESIDENT

June 13, 1956

MEMORANDUM FOR

THE HEADS OF ALL EXECUTIVE
DEPARTMENTS AND AGENCIES

It is requested that each Department and Agency review its procedures for preparing and recommending to the White House any messages proposed for the President to send to nongovernmental organizations or individuals. This includes requests referred by the White House for recommendation.

Since it is the responsibility of the Department or Agency to determine the advisability of a Presidential message, the nature and standing of the recipient organization or individual should be known, and a statement to this effect should be noted with the recommendation.

The above review will indicate the need for changes in present procedures, which should be promptly adopted.

